

Last Revised Date: 03/21/2018

General Information

Task	Process Information
Creating an Expense Voucher	A direct entry (i.e. non-source) voucher that is entered from an Expense Report for all offices except for District Court. <i>District court only will use the "Quick Invoice Entry" to process travel expenses. Employee expense reimbursements should be processed under the appropriate method for your court/department.</i>

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

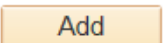


<http://mdcourts.gov/gears/forms.html>

GEARS Navigation

Accounts Payable > Vouchers >
Add/Update > Regular Entry

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab, click the  button.	Voucher  

2.

On the **Invoice Information** tab - enter the following information:

Follow these Department of Budget and Finance standards:


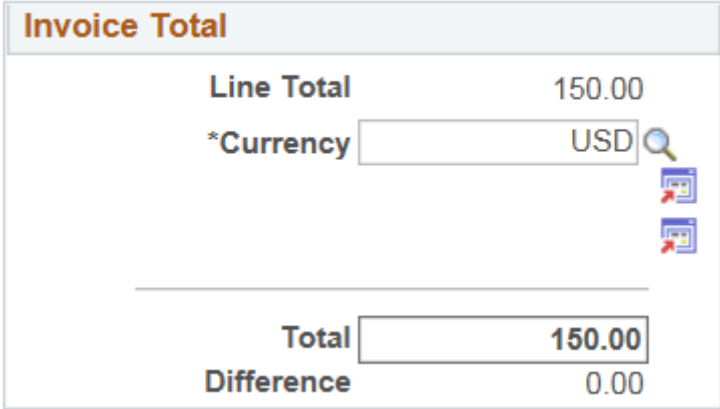

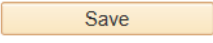

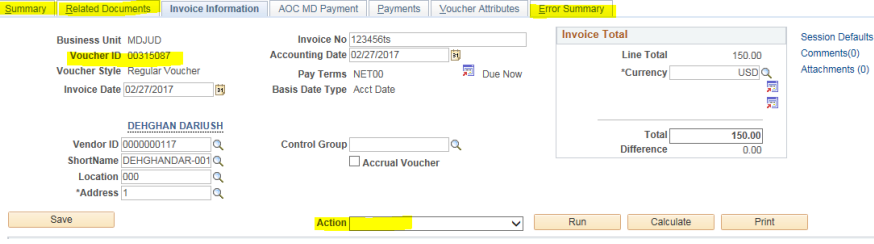

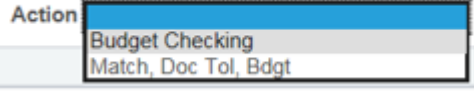
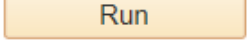

- **Invoice Number** – Enter only the earliest date of travel on which reimbursable expenses are incurred, followed by the traveler's first and last initials as capital letters. The format should read as follows: yyyymmddXX.

For example, if Tammy Sitar traveled from 7/08/2015 to 7/12/2015, the entry would be 20150708TS.

Note: Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.

- **Invoice Date** – Using the format of mmddyyyy enter the current date (today).
- **Accounting Date** – Using the format of mmddyyyy enter the current date (today).
- **Select / Enter Vendor ID** (as found in "Before you Begin" at the top of this document).
- **Total** – Enter the total of your invoice.
- **Enter Distribution Line Chartfield Values** or select your **SpeedChart**.
- **Note:** The selection of a SpeedChart will fill in the Chartfield values (i.e., accounting codes) with the exception of the "Account" (i.e. sub-object) and "Approp Yr" (i.e. fiscal year) - you will need to enter both. **SpeedCharts are labeled the same as your current known PCAs.**
- **Invoice Line Description** – i.e., summarize what is being paid.
- **Attachments** – Be sure to attach a copy of your invoice along with any other supporting documentation.
Note: Your voucher will not save without an attachment.

The screenshot displays the 'Invoice Information' tab in the GEARS system. The top section contains fields for 'Business Unit' (MDJUD), 'Voucher ID' (NEXT), 'Invoice No.', 'Accounting Date' (02/28/2017), 'Voucher Style' (Regular Voucher), 'Pay Terms' (NET00), 'Invoice Date', 'Basis Date Type', 'Acct Date', 'Vendor ID', 'Short Name', 'Location', 'Address', 'Control Group', and an 'Accrual Voucher' checkbox. An 'Invoice Total' summary box shows 'Line Total' (0.00), 'Currency' (USD), 'Total' (0.00), and 'Difference' (0.00). Below this is a 'Copy From Source Document' button. The 'Invoice Lines' section includes a table with columns for Line, *Distribute by, Item, Quantity, UOM, Unit Price, and Line Amount. The 'Distribution Lines' section features a table with columns for GL Chart, Exchange Rate, Statistics, Assets, and various chartfield codes (GL Unit, Batch Agr, PCA, Fund, Account, Program, Approp Number, Approp Yr, Dept, PC Bus Unit, Project). The 'Account' field is highlighted in yellow.

3.	 <p>Ensure the Gross Invoice Amount and Invoice Line Amounts balance on the Voucher header.</p>	
4.	 <p>Save the voucher by clicking the  button.</p>	
5.	 <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box. 
6.	 <p>Budget Check your voucher.</p>	<p>Choose the "Budget Checking" option from the Action drop down box</p>  <p>and then click .</p>
7.	<p>Click  to submit voucher for approval.</p> <p>NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.</p>	



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.